

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE:**        **CUSTODIAN**

**DEPARTMENT:**    **PUBLIC WORKS**

**BASIC FUNCTION:**

Under general supervision, and cleaning of assigned buildings related work as assigned.

**KEY RESPONSIBILITIES:**

Sweep, vacuum, mop, wax, and polish floors.

Dust and polish furniture, woodwork, fixtures, and equipment.

Wash windows and walls.

Empty and clean waste receptacles.

Clean and maintain supplies in restrooms.

Move and arrange furniture and equipment and meetings or events.

Replace lights and adjust shades and blinds.

Regulate ventilation and temperature.

Lock and unlock doors.

Pick up papers and other debris.

Maintain custodial supplies and equipment

Perform a variety of routine jobs related to custodial services.

**QUALIFICATIONS:**

**Knowledge of:**

Methods, materials, and equipment used in building, housekeeping and light duty maintenance work.

Safe work practices.

**Ability to:**

Clean and care for assigned areas and equipment.

Use a variety of custodial equipment and materials.

Understand and carry out oral and written directions.

Establish and maintain cooperative relationships with those contacted in the course of work.

Learn City policies and procedures regarding custodial maintenance.

Work independently in the absence of supervision.

**EXPERIENCE AND EDUCATION:**

Any combination equivalent to the experience and education that would likely provide the required knowledge and abilities would be qualifying.

**SPECIAL REQUIREMENT:**

Possession of an appropriate California Driver's License.

**General Employee**

**Salary Schedule**

**[General Employees Salary Ranges](#)**

**Benefits**

**[City of Carlsbad General Employee Benefits](#)**